

CHAPTER 8 – PAROLE OPERATIONS

ARTICLE 57 WORK SCHEDULES

Effective October 20, 2006

87210.1 Policy

It is the policy of the California Department of Corrections and Rehabilitation (CDCR) that work schedules shall be accomplished in a uniform manner consistent with applicable laws, policies, and sound personnel practices.

87210.2 Purpose

This section outlines the procedures and requirements that shall be followed for work schedules.

87210.3 Responsibilities

Unit Supervisor

The Unit Supervisor reports to the District Administrator and is responsible for managing and maintaining CDCR's overall parole supervision efforts at the field parole unit level.

The Unit Supervisor is responsible for ensuring that all Parole Agents comply with the scheduling requirements of the contract and the meeting of operational needs.

The Unit Supervisor shall approve the work schedule at least three (3) days prior to the scheduled month, unless it can be documented that the scheduled work hours as submitted would be detrimental to the needs of the office or would hinder the Parole Agent in the performance of his/her duties and responsibilities.

The Unit Supervisor shall provide the Parole Agent with the written documentation if requested by the employee.

The Unit Supervisor may assign the work schedule if the Parole Agent does not submit a monthly work schedule.

Parole Agent

The Parole Agent reports to the Unit Supervisor and is responsible for supervising parolees on their caseload.

The Parole Agent is responsible for submitting a proposed work schedule to the Unit Supervisor for each month at least seven (7) calendar days, but no more than fourteen (14) calendar days, prior to the beginning of the scheduled work month.

The Parole Agent is responsible for complying with the scheduled work hours once they are approved by the Unit Supervisor.

Parole Agent requested changes in the work schedule, excluding emergencies, will require prior Unit Supervisor approval.

Parole Agents will advise their Unit Supervisor of emergency changes in their approved work schedule no later than the next working day.

87210.4 Work Rules

Case carriers will not be scheduled for work on holidays, whether weekdays or weekends, except to handle emergency situations, as specified in the current Memorandum of Understanding (MOU) for Bargaining Unit Six.

87210.5 Work Week

The work hours for the Officer-of-the-Day (OD) are from 8:00 a.m. to 5:00 p.m., unless otherwise specifically identified.

The MOU states that Parole Agents with the Unit Supervisor's approval may elect the daily start and stop time, with the exception of the OD duty.

The normal work schedule for Parole Agents shall be a four (4) or five (5) day work week, as dictated by the workload, and approved by the Unit Supervisor in accordance with the MOU for Bargaining Unit Six.

The Parole Agent may schedule other than an eight (8) or ten (10) hour work day, with supervisory approval.

The work week shall start on Monday and end on Sunday, as specified in the current MOU for Bargaining Unit Six.

87210.6 Work Hours

Work hours, subject to Unit Supervisor approval, will be scheduled between 6:00 a.m. and 10:00 p.m., except as emergency and operational needs dictate.

No work will be routinely scheduled between the hours of 10:00 p.m. and 6:00 a.m.

Each work day will be a minimum of at least four (4) work hours and a maximum not to exceed twelve (12) work hours, except as emergency and operational needs dictate.

87210.7 Lunch Periods

The workday may include, at the employee's discretion, no meal break, or an optional one (1) hour, or one-half (1/2) hour meal break.

The lunch period, if authorized, is from 12:00 p.m. to 1:00 p.m., unless otherwise specifically identified, as specified in the current MOU for Bargaining Unit Six.

87210.8 Evening Hours

Work schedules shall include a minimum of four (4) evenings per month.

These mandated evenings shall be in the field, except if previously waived by the Unit Supervisor. The waiver will be the exception rather than the rule.

These mandated evenings will be worked until at least 7:00 p.m.

Nothing in this section shall prohibit Parole Agents from scheduling additional voluntary evenings, as specified in the current MOU for Bargaining Unit Six.

87210.9 Work Schedule

Each Parole Agent shall submit a proposed work schedule to the Unit Supervisor for each month at least seven (7) calendar days, but no more than fourteen (14) calendar days, prior to the beginning of the scheduled month for supervisory approval.

The schedule will represent all work hours, which shall include all workdays, weekend work, evening work, days off, OD duties, lunch or no lunch, training, and any other special assignment responsibilities, as specified in the current MOU for Bargaining Unit Six.

87210.10 Work Schedule Approvals

The Unit Supervisor shall approve the work schedule at least three (3) days prior to the scheduled month, unless it can be documented that the scheduled work hours as submitted would be detrimental to the needs of the office or would hinder the Parole Agent in the performance of his/her duties and responsibilities. This documentation shall be provided if requested by the Parole Agent.

If a Parole Agent does not submit a monthly work schedule, the Unit Supervisor will assign the work schedule, as specified in the current MOU for Bargaining Unit Six.

87210.11 Work Schedule Adjustments

During the scheduled month, the Unit Supervisor may occasionally adjust the work hours based upon operational needs with written justification to the Parole Agent.

This adjustment shall not be intended to avoid the assignment of overtime.

Parole Agent requested changes in the work schedules, excluding emergencies, will require prior supervisory approval.

Parole Agents will advise the Unit Supervisor of emergency changes no later than the next work day, as specified in the current MOU for Bargaining Unit Six.

87210.12 Revisions

The Director, DAPO, or designee, is responsible for ensuring that the contents of this article are kept current and accurate.

87210.13 References

Department of Personnel and Administration Rules and Regulations.
Department Operations Manual Section 85030.
MOU for Bargaining Unit Six.